

## MINOR SUBDIVISION APPLICATION

Return to:

Department of Community Development  
City of Shoreview  
4600 Victoria Street North  
Shoreview, MN 55126  
(651) 490-4682

**Existing Zoning:** \_\_\_\_\_

**Number of Lots Proposed:** \_\_\_\_\_

**Site Identification:**

Address: \_\_\_\_\_

Property Identification Number: \_\_\_\_\_

Legal Description: \_\_\_\_\_

**Applicant:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
City State Zip Code

Telephone Number: \_\_\_\_\_ (daytime) \_\_\_\_\_ (home)

Fax Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**Property Owner (if different from applicant):**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
City State Zip Code

**Signatures:**

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

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Date Received by City: \_\_\_\_\_ By Whom: \_\_\_\_\_

## FILING REQUIREMENTS

### THE FOLLOWING ITEMS MUST BE SUBMITTED:

1. Completed application form.
2. Evidence of a legal or equitable interest by the applicant in the property to be subdivided.
3. A statement describing the intended use of the property.
4. **One** folded and collated copy of the plan sheets, on 11"x17" half-scale print. **One** 8½"x11" reproducible print for each required sketch, drawing, or plan. **Four** 20"x30" copies of each plan sheet for staff review. The plan should illustrate the following: gross site area, property dimensions, area and dimensions of the proposed lot(s), setbacks of existing development, setbacks of proposed uses, any easements, all wetlands (delineation required) and identification of adjoining street and alley right-of-way.
5. A completed application(s) for all other approvals necessary for the proposed development (e.g. rezoning, comprehensive guide amendment).
6. Where the resulting subdivided parcels would be greater than 24,000 square feet or greater than 150 feet wide at the building setback line, a plan shall be submitted to show how the lots could be re-subdivided in the future.
7. Statement of Outstanding Assessments. Payment in full may be required as a condition of approval.
8. Filing fee of \$250.00. (Make checks payable to the City of Shoreview). **The filing fee is non-refundable.**

## REVIEW PROCEDURE

1. Upon receipt of a completed application and all associated applications, the City Planner will process the application in accordance with the following.
  - A. Planning Commission/City Council Review. Applications that require review by the Planning Commission and City Council shall be processed after receipt of a complete application that contains all the required submittal information. The City Manager shall refer the application to the Planning Commission and establish a date for hearing of the application. The application shall be heard and acted on by the Planning Commission and City Council in accordance with Minnesota Statute 15.99.
    - i. Planning Commission. The Planning Commission shall hold a hearing, preceded by mailed notice as required by Section 203, in consideration of granting the request. The Planning Commission shall review the application in accordance with the requirements of the Development Ordinance. Upon review of the application, the Planning Commission will recommend to the City Council approval and conditions thereof or denial and the reasons thereof, or shall table the application for further consideration.
    - ii. City Council. Upon receipt of the report from the Planning Commission, the City Council shall consider the application. The City Council shall, taking into consideration the advice and recommendations of the Planning Commission, table, grant or deny the application in accordance with the requirements of the Development Ordinance.
  - B. Notice and Hearing Procedure.
    - i. Mailed Notice. Notice of the purpose, time and place of a public hearing shall be mailed at least 10 days before the date of the hearing to each recorded owner of property within 350 feet of the perimeter of the property which will be the subject matter of the public hearing. An affidavit containing the names of the property owners and the addresses to which the notices were mailed shall be made a part of the record of the proceedings.
    - ii. Failure to Give Notice. Failure to give mailed notice or defects in the notice shall not invalidate the proceedings provided a bona fide attempt has been made to comply with the mailed notice requirement.

## REVIEW PROCEDURE continued

- C. Issuance and Conditions. If approved, the Council may impose conditions and safeguards therein to insure that the proposed use will not be detrimental to the health, safety or general welfare of the community and that the use is in harmony with the general purpose and intent of the Development Ordinance and the Comprehensive Guide Plan. If denied, the City Council shall provide the reasons thereof.
- D. Decision. The City Council has the authority to table, grant or deny the request in accordance with the requirements of the Development Ordinance upon majority vote of its membership, unless otherwise stated in this ordinance.
2. If approved by the City Council, it is the applicant's responsibility to satisfy any conditions of approval within one year of the date of approval or approval is void. A standard condition of approval is the payment of a Public Use Dedication Fee. The amount of this fee is determined by the City on the basis of the unimproved land value of recent developments or determined by appraisal.
  3. Once the conditions are satisfied, the applicant may submit the deed(s) to the City Planner for approval of the legal description(s).
  4. Following the City Planner's approval of the legal description(s), the deed(s) may be recorded by the applicant with Ramsey County. The division is not complete or official until this filing occurs.

## NOTES

1. An application can not be accepted until each of the filing requirements listed above has been satisfied.
2. The purpose of requiring the data referenced in the filing requirements is to permit the City to thoroughly evaluate your proposal relative to City ordinances and policies. Refusal to provide the requested information may jeopardize approval of your request. Information submitted with this application will be made available to anyone who may request it.
3. The City of Shoreview recommends that you discuss your proposal with the adjoining property owners before you submit this application. In so doing, you may reduce the time required by the city to act on your proposal.
4. The applicant and property owner shall be responsible for paying any out-of-pocket administrative, engineering, or legal expense incurred by the City to process this application or to enforce any condition(s) of any resulting approval or permit.